



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2014-19**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
ESTABLISHING AN INJURY AND ILLNESS PREVENTION PROGRAM  
AND POLICY PURSUANT TO CALIFORNIA CODE OF REGULATIONS, TITLE 8**

WHEREAS, The Town of Discovery Bay is required to have a Injury and Illness Prevention Program pursuant to the California Code of Regulations, Title 8, §3203; and

WHEREAS, On September 18, 2008 the Board adopted Resolution No. 2008-11 establishing an Injury and Illness Prevention Program (IIPP) for the Town of Discovery Bay; and

WHEREAS, it is appropriate to update and modify the IIPP as time and requirements dictate;

WHEREAS, it is prudent to adopt a new IIPP pursuant to California Code of Regulations, Title 8, §3203, and incorporate the IIPP as a part of this Resolution.

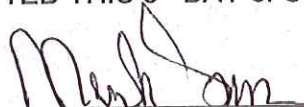
NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That Resolution No. 2008-11 is hereby rescinded.

SECTION 2. That the adopted IIPP is to be made a part of this action in its entirety.

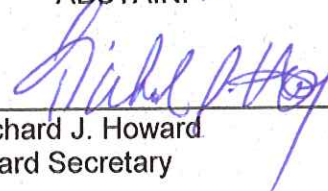
SECTION 3. That this action is effective immediately.

PASSED, APPROVED AND ADOPTED THIS 3<sup>rd</sup> DAY of September, 2014.

  
Mark Simon  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on September 3, 2014, by the following vote of the Board:

AYES: 5  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

  
Richard J. Howard  
Board Secretary



# Injury and Illness Prevention Program

September 2014

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## REVISION HISTORY LOG

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## Town of Discovery Bay

<b>Program Area:</b> Administrative	<b>Policy Name:</b> IIPP Policy	<b>Policy Number:</b> 021
<b>Date Established:</b> September 17, 2008	<b>Date Amended:</b> September 3, 2014	<b>Resolution:</b> 2014-19

### **1.0 PURPOSE**

The purpose of the Town of Discovery Bay (TODB) Injury and Illness Prevention Program (IIPP) is to provide employees with a safe and healthy workplace by identifying responsibilities to be followed by management, employees and the employer. Employees have a right to a safe workplace and their employer has a duty to ensure that every manager and supervisor is aware of the TODB's safe work practices and that they are being followed by each employee.

The TODB is adopting this Injury and Illness Prevention Program to meet or exceed the requirements of California Code of Regulations, Title 8, §3203. It applies to all full and part-time employees, temporary and seasonal employees and volunteers of the Town of Discovery Bay.

### **2.0 EVALUATING HAZARDS**

Before a task or job is to be started, an evaluation of the hazards associated with that task or job needs to be completed. For example, a supervisor cannot task an employee to enter or even open a manhole cover without ensuring that the employee has been properly trained on the potential hazards of this task.

The employer, supervisors, managers, etc. must be aware of all hazards related to operating equipment or tasks being performed by their respective employees.

A tool that can be used in identifying and evaluating work place hazards is the Job Safety Analysis Form (Appendix A).

When hazards need to be identified & evaluated:

- i. When Safety Orders of the California Code of Regulations that govern the operation or activity (e.g. General Industrial Safety Orders, Construction Safety Orders, etc.) are revised.
- ii. During the accident investigation process.
- iii. When revealed during a routine inspection.
- iv. Whenever new substances, processes, procedures, or equipment are introduced to the work place that represents a new safety hazard.
- v. Whenever the TODB is made aware of a new or previously unrecognized hazard.
- vi. When employee safety suggestions are made regarding a hazard.

This IIPP is not intended to cover all safety procedures at the TODB. The TODB has developed specific programs that may be found within each applicable department. These programs include, but are not limited to:

- Asbestos Management
- Codes of Safe Practices (or Standard Operating Procedures)
- Concrete Dust Generating Operations
- Confined Spaces
- Emergency Action Plan
- Emergency Operations Center (SIMS/NEMS)
- Ergonomics
- Excavation and Trenching
- Exposure Control for Bloodborne Pathogens
- Fall Protection
- Hazard Communication Program
- Hazardous Waste Management
- Hearing Conservation
- Heat Illness Prevention
- Hotwork
- Lockout/Tagout
- Personal Protective Equipment Policy
- Respiratory Protection
- Workplace Violence

### **3.0 SAFETY RESPONSIBILITIES & JOB SAFETY CLASSIFICATIONS**

#### **3.1 EMPLOYER RESPONSIBILITIES**

The TODB is responsible for providing the following under this IIPP:

- i. Establish, implement and maintain an effective IIPP and update it periodically to keep employees safe. The IIPP is reviewed annually by management with any employee input taken into consideration.
- ii. Inspect workplace(s) to identify and correct unsafe and hazardous conditions (Section 5.0 of this IIPP).
- iii. Identify persons by name with the responsibility and authority to implement and maintain this IIPP.
- iv. Provide to employees required by this program and other related safety programs to prevent injury or illness.
- v. Use color codes, posters, labels or signs to warn employees of potential hazards.
- vi. Establish or update operating procedures and communicate them so employees follow safety and health requirements (Section 4.0 of this IIPP).
- vii. Develop systems to investigate workplace accidents/exposures and to provide corrective action(s) to prevent reoccurrence.
- viii. Report immediately, but no longer than 8 hours, by telephone to the nearest Cal/OSHA Enforcement Unit district office any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment. Serious injury or illness is defined in section 330(h), T8CCR (Section 6.2 of this IIPP).
- ix. Keep records of work-related injuries and illnesses on the log 300. At the end of the calendar year, copy the totals from the log 300 and transfer the information to the log 300A which must be posted February 1 through April 30 each year.

- x. Post, at a prominent location within the workplace, the Cal/OSHA poster informing employees of their rights and responsibilities.

### **3.2 SAFETY COORDINATOR**

The Safety Coordinator has the lead role in advising and assisting supervisors and managers in executing their safety-related responsibilities.

The Safety Coordinator for the TODB is Sue Heintz, the Town's Executive Assistant.

The Safety Coordinator's responsibilities include:

- i. Assuming the lead role and the general authority to supervise all aspects of the IIPP and other safety related matters.
- ii. Utilizing all available resources to ensure hazards are reasonably resolved in a timely manner.
- iii. Working with Department Safety Coordinators and management to ensure that safety is compliant in all departments by periodic inspections, training or site visits.
- iv. Coordinating with Du-All Safety and/or other third party safety consulting company to provide support services.
- v. Working with safety committee/department management to ensure that safety training is scheduled. Document and maintain training records for each employee.
- vi. Working with management and the safety committee to respond to employee safety suggestions and reports of hazardous conditions.
- vii. Ensure that Cal/OSHA has been notified within 8 hours of any serious injury or death.

### **3.3 SAFETY COMMITTEE**

The safety committee is comprised of the Safety Coordinator and Department Safety Coordinators. There are no term limits for any committee member. The safety committee charter may be found in Appendix B and a list of those individuals serving on the Safety Committee Members may be found in Appendix C.

Along with implementing the program, the safety committee members will, at a minimum, be responsible for the following:

- i. Attend safety committee meetings.
- ii. Disseminate safety related information to their supervisors so that each department is aware of upcoming training, inspection findings, reporting hazards and corrective actions.
- iii. Relate any safety concerns within their department to the safety committee for remediation and/or compliance. Report any unsafe conditions to their supervisor.
- iv. Support good housekeeping standards and cleanliness at the TODB.
- v. Report to the safety committee any safety suggestion or hazardous condition brought to their attention.
- vi. Evaluate causes of injuries and what actions need to be taken to protect other employees.
- vii. Recognize employee who contribute to the safety programs and/or effect positive change through safety suggestions, observations and recommendations for improvement.

### **3.4 DEPARTMENT COORDINATORS**

The department/division coordinators are found in Appendix C. Department Safety Coordinators are responsible for the following:

- i. Ensure that there is someone available onsite to assume safety responsibilities in their absence. E.g. Department Safety Coordinator alternate.
- ii. Be a member of, and active participant in, Safety Committee meetings. Responsibilities include those listed above in Section 3.3.

### **3.5 MANAGERS, SUPERVISORS, FIELD SUPERVISORS, CREW LEAD WORKERS**

All personnel responsible for employee supervision shall:

- i. Ensure that his/her employees are following all established and customary safety procedures and policies.
- ii. Be current on all safe work practices.
- iii. Ensure that employees are wearing all required personal protective equipment (PPE).
- iv. Not direct employees to perform tasks for which they have not received proper training.
- v. For those employees who work under construction orders (Section 3.7.2), conduct “tailgate” or “toolbox” safety meetings at least every 10 working days. These meetings are designed to review hazards associated with upcoming work and communicate systems in place to prevent employee injury or illness.
- vi. Report any injury or near miss (non-injury incidents) to Carol McCool, the Administrative Assistant.
- vii. Ensure that every employee required to attend safety training is in attendance and attentive. If an employee misses a class, coordinate with the Safety Coordinator to ensure that said employee receives make-up training prior to the covered job assignment.
- viii. Understand and be aware of all hazards associated with all established and customary job assignments.

### **3.6 ADMINISTRATION AND HUMAN RESOURCES**

Administration will be coordinated by Richard Howard, General Manager. Those responsibilities include:

- i. Coordinate and ensure that all accident and injury reports have been filled out correctly so if a workers’ compensation claim is made, all documentation is correct.
- ii. Maintain required OSHA Log 300 form. Post the OSHA 300A form from February 1 through April 30 of the previous year’s accident summary in prominent locations throughout the TODB so that employees may have easy access to the summary.
- iii. Work with management and the safety committee to ensure that all employees’ safety concerns or suggestions are being handled with due diligence.
- iv. Provide any forms required to be filled out by managers and employees in the event of an injury or accident.
- v. Maintain all medical surveillance and other Cal/OSHA related documentation. Provide medical examinations when required by Cal/OSHA standards and annually tell employees how they may access their medical records.
- vi. Disciplining employees for failure to comply with safe and healthful work practices.

### **3.7 EMPLOYEES**

Although the employer and management have the primary responsibility in providing employees with a safe and healthy workplace, employees are ultimately responsible for their own safety. Employees’ responsibilities for safety include:



- i. Attend all required safety classes. This includes participating and being attentive.
- ii. No employee is permitted to do work that they feel is unsafe or for which they have not been properly trained or equipped.
- iii. Follow the TODB's established safety policies, procedures and programs.
- iv. Immediately report any unsafe or potentially dangerous situation so that the situation may be abated.
- v. Immediately report all injuries and near misses to their supervisor.
- vi. Understand that an employee shall be disciplined for failure to follow safe procedures. (See Section 9.0).
- vii. Work with management in updating and "fine-tuning" the Code of Safe Practices or any other work practice so that the most up-to-date and comprehensive safety procedure is being followed. (See Section 4.0)
- viii. Encourage fellow employees to constantly maintain a safety "mindset".

### **3.8 JOB CLASSIFICATIONS**

At the TODB, employees are protected under the Cal/OSHA California Code of Regulations General Industrial Safety Orders (GISO), or the Construction Safety Orders (CSO), depending on the type of work being performed.

Construction work is: *"When employment exists in connection with the construction, alteration, painting, repairing, construction maintenance, renovation, removal, or demolition of any fixed structure or its parts, that work will considered construction, and will be regulated by the CSO."*

OSHA definition of structure: *That which is built or constructed, an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner.*

Managers, supervisors or any person who has responsibility in directing or supervising an employee should be aware if the work being performed falls under the GISO or CSO. By understanding the work being performed and knowing which set of orders employees fall under, managers and supervisors may train and educate their employees on proper safety procedures regulated by Cal/OSHA.

It is possible that because of the diverse nature of their assignments, field personnel could be governed by either set of orders depending on the task. At construction projects, the CSO take precedence over any other general orders that are inconsistent with them, except for Tunnel Safety Orders or Compressed Air Safety Orders.

Where this distinction is significant, notice shall be made in this and all subordinate programs, practices, and documents.

#### **3.8.1 General Industry Safety Orders (GISO)**

Examples of work that would be considered falling under the GISO may include:

- i. General administration
- ii. Custodial work
- iii. Gardening & Landscaping
- iv. Warehouse /Storage
- v. General driving

### **3.8.2 Construction Safety Orders (CSO)**

Examples of work that would be considered falling under the CSO may include:

- i. Carpentry
- ii. Electrical
- iii. Painting and/or Plastering
- iv. Plumbing

## **4.0 CODE OF SAFE PRACTICES**

Once all hazards are identified and evaluated by using the General Industry Safety Orders (GISO), the Construction Safety Orders (CSO), other pertinent regulations, employee input, and available published statistics, the Code of Safe Practices is then developed. The code includes all the proper preventive measures to work in an environment, or with construction equipment safely.

Note that although under California Code of Regulations, the Term “Code of Safety Practices” pertains only to Construction Safety Orders, for the purposes of the TODB’s IIPP, it will refer to safe work rules used for both Construction and General Industry work.

Some departments at the TODB may have specific work practices that are unique to that department. Supervisors and managers of each department should evaluate the hazards associated within their department and along with employee input develop a Code of Safe Practice to be followed by all employees to minimize injury while performing each task.

Employees are to receive specific instruction by their supervisor with respect to hazards specific to each employee's job assignment, as found in the Code of Safe Practices.

- i. The Code of Safe Practices must be reviewed and updated periodically as new hazards are identified. Each Code of Safe Practice should be reviewed at least annually by each department.
- ii. When the Code of Safe Practices is updated, workers must be trained and/or alerted by their respective managers, supervisors, etc. to the new hazard and the new proper safe practice(s) being implemented.

All Code of Safe Practices may be found in the binder titled “Code of Safe Practices” located at the main Town Office, located at 1800 Willow Lake Road. Department Manager’s may also have a copy in their possession; however, the official copy will be located at the Town Office.

## **5.0 PERIODIC INSPECTIONS**

Periodic inspections are designed to ensure that the Code of Safe Practices is being followed and to help identify new or previously unrecognized hazards. Inspection reports will be provided to the appropriate persons responsible for the inspected area(s).

Du-All Safety, the TODB’s safety consultant, shall conduct inspections of all facilities annually. High-hazard areas will be inspected periodically (at least twice a year) to determine if proper procedures and the correct personal protective equipment (PPE) is being used. These inspections should be spontaneous with no advance warning given to the crews.

**Managers and Supervisors should be conducting inspections as often as possible to ensure safe working conditions at all times.**

- i. When a hazard is identified by any person, all personnel exposed to the hazard are to be warned and notified of the hazard and potential danger. This may be done by any supervisor or employee.
- ii. Hazards identified during inspections shall be corrected in a timely manner based on the risk assessment code found later in this section. If a serious hazard cannot be immediately abated without endangering workers and/or property, the TODB will remove all exposed workers from the area except those necessary to correct the existing condition.
- iii. Workers correcting any hazardous condition shall be provided with the necessary protection.
- iv. If there is a piece of equipment or a procedure that is immediately dangerous to life and health, the condition is to be corrected immediately. If the condition cannot be corrected immediately, the hazardous equipment should be locked and/or tagged out of service (or procedure discontinued).
- v. If any employee fails to follow the Town of Discovery Bay's safety procedures, the employee's supervisor should:
  - I. Inform the employee of the violation.
  - II. Inform or remind the employee of the correct procedure.
  - III. Ask the employee to comply and correct the violation(s).
  - IV. Remind the employee of the Town of Discovery Bay's disciplinary policy.
- vi. All safety violations, hazards and safety concerns will be documented, and a risk assessment code assigned, based on the descriptions given below.
- vii. A supervisor will designate who will fix the hazard and a completion date is to be established and checked off by the appropriate person.
- viii. When the problem is fixed, the inspection form (Appendix D) should be signed and dated by the person responsible for the work.

#### **SAFETY RISK ASSESSMENT CODE**

The Risk Assessment Code is determined as follows:

Class 1 - Critical (may cause death, serious injury, significant environmental impact, or substantial financial losses) and/or is likely to occur soon.

Class 2 - Serious (may cause injury, occupational illness, or environmental or property damage) and/or probably will occur in time.

Class 3 - Minor (probably would not significantly affect personnel or environmental safety or health, but is a violation of specific criteria).

The correction protocol that is used may include one or more of the following:

- i. Engineering control (i.e. cones, flags, lights, etc);
- ii. Personal Protective Equipment (PPE);
- iii. Administrative control (i.e. no cell phone use while driving or flagging);
- iv. New safety rules; and/or
- v. Employee training.

## Required Inspection Frequency

Fire Extinguisher	Monthly
Eye Wash Station	Monthly
Emergency Shower	Monthly
Forklift	Pre-shift
Hazardous Waste Containers	Weekly
Fall Protection Equipment	Semi-annually
Confined Space Equipment	Per Equipment Manufacturer

This is not intended to be a complete list of inspections. There may be other required safety inspections depending on what other hazards and equipment exist (DOT, Cranes, etc.).

## 6.0 INJURY & ILLNESS INVESTIGATIONS AND RECORD KEEPING

### 6.1 INVESTIGATIONS OF OCCUPATIONAL INJURY OR ILLNESS AND CORRECTIVE ACTIONS

Once an occupational illness, accident, or injury occurs, a report must be completed by the employee and the employee's supervisor immediately. All required and necessary forms may be found in the main office. All applicable forms should be completed in a timely manner and given to Carol McCool. The forms that are included in the packet are:

- i. Supervisor's Investigation of Employee Injury Form
- ii. Employee's Report of Job Injury
- iii. Witness to a Job Related Injury
- iv. Employer' Report of Occupational Injury or Illness (5020)
- v. Worker's Compensation Claim Form (DWC1)

In the event of a near miss (non-injury incident), the incident is still to be investigated but not all of the above documentation is required.

### 6.2 SERIOUS INJURY REPORTING TO CAL/OSHA

The TODB shall report immediately by telephone to the nearest District Office of the Division of Occupational Safety and Health any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment.

***Immediately means as soon as practically possible but not longer than 8 hours after a manager or higher knows or with diligent inquiry would have known of the death or serious injury or illness.***

A serious injury is defined as: *an injury or illness which requires hospitalization for more than 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement.*

Exception: An injury is not reportable if it occurs during a crime (penal code violation), or on a public roadway (vehicle accident). If uncertain whether the accident was a "vehicle accident", notification to Cal/OSHA is advised.

### **6.2.1 REPORTING PROCEDURE**

Employees are responsible for immediately notifying their Manager or Supervisor of a serious injury or death to any employee. The Manager or Supervisor priority is to provide medical attention to the injured employee. Management will then notify Administration/Human Resources of the injury/illness/fatality. Administration/Human Resources will then determine if the injury/illness is serious and if so, call and report it to Cal/OSHA. If the Manager or Supervisor is unable to talk with the Rich Howard or Carol McCool, they are to leave a detailed voice message on their voicemail and then call Cal/OSHA to report the serious injury/illness or fatality at:

**Concord District Office**  
1450 Civic Court, Suite 525  
Concord, CA 94520  
(925) 602-6517

- i. If a contract employee is injured while performing work on behalf of the TODB, the contractor's employer must notify Cal/OSHA within statutory reporting guidelines.
- ii. When making notification, the reporting party shall include the following information, if available:
  - I. Time and date of accident.
  - II. Employer's name, address and telephone number.
  - III. Name and job title, or badge number of person reporting the accident.
  - IV. Address of site of accident or event.
  - V. Name of person to contact at site of accident.
  - VI. Name and address of injured employee(s).
  - VII. Nature of injury.
  - VIII. Location where injured employee(s) was (were) moved to.
  - IX. List and identity of other law enforcement agencies present at the site of accident.
  - X. Description of accident and whether the accident scene or instrumentality has been altered.

### **6.3 CAL/OSHA RECORD KEEPING**

- i. Whenever an Employer's Report of Occupational Injury or Illness Form 5020 is filed, an entry must be made in the Cal/OSHA Form 300.
- ii. Management shall also complete the Cal/OSHA Form 301.

### **6.4 GENERAL SAFETY RECORD KEEPING**

The Safety Coordinator office will keep records of:  
Documented safety and health training including:

- i. Documented accident, injury and illness investigations including the completed form(s).
- ii. Copies of all required injury-and illness-related forms.
- iii. Safety Committee meeting minutes.
- iv. Disciplinary records.
- v. Inspection reports and corrective actions.
- vi. Safety suggestions (Appendix H).
- vii. Accident reports and medical surveillance documents.

## **6.5 RECORDS RETENTION**

The legally mandated minimum records retention durations are provided in Appendix E.

## **7.0 COMMUNICATION**

Communication is an important part of the IIPP. The TODB management believes the best way to maintain the safety "mind set" is through the following means:

- a. A safety bulletin board for written communication, relevant safety topics, and posted temporary hazards.
- b. Since the employee is often in a better position to spot potential hazards in the work areas we have placed suggestion boxes and forms are located:
  - Community Center Staff Room
  - Town Hall Break Room
- c. Employee input with regard to safety is encouraged. All suggestions will be reviewed at the Safety Committee Meeting with a response given in a timely manner to the person making the suggestion. In the event of an anonymous suggestion, a response will be written and provided in the safety committee meeting minutes as posted on the safety bulletin board.
- d. Safety posters and signs will be posted in common areas to help remind employees of certain hazards and to protect themselves.
- e. A standing Safety Committee meets the third Wednesday of each month at 10:30 AM. The Charter for the committee may be found in Appendix B.
- f. Because there is no construction work typically performed by employees of the Town, field staff are not required to conduct "toolbox" or "tailgate" safety meetings every 10 working days. The Town's contractor, Veolia Water does provide construction services on Town property. As such, Town Operations employees are encouraged to participate in the Veolia "tailgate" safety meetings if the subject is pertinent to their respective functions.
- g. Report any unsafe or potentially dangerous situation to their supervisor so that the situation may be abated.
- h. Report any injury or near miss (non-injury related accident) to the next highest supervisor who will then forward any report to Human Resources.

## **8.0 TRAINING**

Training is the most important part of this program. It is critical that everyone understand their workplace hazards and is trained in:

- i. Safety procedures and policies.
- ii. Procedures to document and record workplace injuries or illnesses.
- iii. Employee and management responsibilities towards safety.
- iv. The Town of Discovery Bay's disciplinary policy.

Supervisors and/or Safety Coordinators shall receive training to familiarize them with the health and safety hazards to which employees under their immediate direction and control may be exposed.

Supervisors and/or Safety Coordinators are responsible for ensuring that those under their direction receive training on general workplace safety as well as on health and safety issues specific to their job.

Training is provided:

- i. To all employees and those given new job assignments for which training has not yet been received.
- ii. Whenever new substances, processes, procedures or equipment are introduced to the workplace that represents a new hazard.
- iii. Whenever the employer is made aware of a new or previously unrecognized hazard.

The Training Log for all employees is to be filled out completely, upon the completion of any training. All training logs, including tailgate meetings, should be forwarded to the Safety Coordinator.

## **9.0 ENFORCEMENT PROCEDURES**

Employees who fail to comply with the Town of Discovery Bay's safety policies and procedures will be subject to disciplinary action, up to and including, termination.

Employees are referred to their management or Administration regarding the Town of Discovery Bay's disciplinary policies and procedures, as found in the Personnel Manual.